

Site Visit Programmatic Questions
Birthline – September 9, 2015

1. Update Report

- Review your two most recently submitted Update Reports: are you meeting Report Count goals? All current goals are being met and exceeded.
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs? This grantee programs are stable and evolving with the client's needs. Clients numbers and services provided are outstanding.

2. Work Plan

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
A summary was provided and will be filed in the grantee's file.
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?
No, not at this time.

3. Fiscal Review

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.
Roll over funding was discussed.

4. Grant Closeout Form

- You will have an opportunity to review a draft of your Grant Closeout Form.
The closeout form was discussed.

5. 2014-16 Evaluation (availability of items below depend on date of site visit)

- Your 2014 Evaluation Report Summary will be discussed.

- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed. Grantee is conducting an evaluation project on the program area of safe sleep. They will not be using any subcontracting for their evaluation.

6. Positive Alternatives website

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions

7. Provide Updates

- Have you made any changes to your application Face Sheet data?
Revisions were provided.
- Do you want to revise your website posting?
The Executive Director will check on the status of their MDH website posting and send any changes to the grant manager.

8. Issues specific to this grantee

None at this time.

9. Tour of Facility

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
 - If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area
- A tour of the Center was provided. The Center is up-to-date and welcoming.

10. How can MDH be more supportive of your program?

Executive Director, Carrie Tripp suggested that because they are a rural Center it would be more cost effective if the MDH would be able to offer webinars on special topics of interest on managing the PA grants or on health topics related to PA programming opportunities. It was also suggested that better access to PA grant information would be helpful.

11. Other?

The grantee expressed gratefulness for the ability to develop and offer programming for the community through the PA grant funding.